



STATE OF MICHIGAN

**Family
Independence
Agency**

Memo

235 S. Grand Avenue
Lansing, MI 48909
www.mfia.state.mi.us

Office of Internal Audit

Tel: 517 373-8770
Fax: 517 373-8771

To: **Angelo Nicholas, Director**
Macomb County FIA

Date: **January 25, 2002**

From: **Rita Barker, Director**
Office of Internal Audit

Subject: **Audit of Juvenile Justice Casefiles**
October 1, 2000 through November 30, 2001
Audit # 2002-028

The Office of Internal Audit performed an audit of Macomb County FIA Juvenile Justice casefiles for youth in community based placements in Macomb County as of December 20, 2001. We selected a sample of 36 cases, and reviewed the casefiles to determine if they contained the required documentation and information.

For cases that were adjudicated in Michigan, we tested to determine if the file contained a court order that directed or allowed FIA to place the youth in a community based program, and that the file contained an initial service plan that was completed within 30 days of the date Macomb County FIA accepted the youth for placement, and quarterly updated service plans.

For youth that were adjudicated in other states and subsequently placed with relatives in Michigan under the supervision of Macomb County FIA, we reviewed the files to determine if they contained documentation that Macomb County FIA staff inspected the home where the youth was placed, and made follow-up contact with the youth and/or the family at least once each quarter.

We found 5 (14%) casefiles that did not contain an Initial Service Plan. The remaining 31 cases contained all of the required documentation and information. We found that all initial and updated service plans were completed on a timely basis.

WE RECOMMEND that Macomb County FIA ensure that Initial Services Plans are prepared within 30 days for all youth they accept for placement.

We thank your staff for their cooperation during our audit.